



AMANI MOHAMED THAHA

Dubai, United Arab Emirates

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Personal Information

Nationality : Indian
Age &DOB : 25,15/01/1996
Marital Status : Married
Gender : Female
Religion : Islam
Passport No : L7601803
Visa Status : Spouse Visa

Languages Known:
English, Hindi & Malayalam

Computer Exposure

- Accounting System
- Operating System
- Tally ERP 9 and Peachtree
- Windows 7 and XP
- Microsoft Office 2010
- Productivity Tools

Skills

Good accounting skills.
Good reporting skills.
Strong in mathematics and statistics.
Deadline-oriented.
Excellent communication.
Able to work with under pressure.
Capable for problem solving.
Attention to detail accuracy.

Career Objective

To work independently and to achieve the organizational goal in a team environment and individually to grow up in a decisive, determined and self-motivated manner. To offer a dedicated mind in order to ensure smooth and effective functioning of Accounts department.

Professional Summary

Accountant with Two years of experience in Accounting and tax functions. Excellent exposure and knowledge in computerized Accounting systems including Tally ERP and Peachtree.

Qualification

- Post Graduate Mcom Finance(2016-2018)
- Graduate in Commerce B Com (Rank Holder)
Jamia Hamdard, Delhi University, India.
Year 2013-2016

Areas of Expertise(Accounts)

- Finalization of Accounts
- Liaison with Auditors
- Advises for Proper Ledger System, Stock Systems etc.
- Liaison with Banks
- Verification of Payroll Systems
- Bank Reconciliation
- VAT Return

Professional Experience

- **Accounts Assistant**
MM Shopping Complex
Kannur, Kerala(2019-2020)
- **Accountant**
Iknamart Technologies Pvt Ltd
Bangalore (2018-2019)

Responsibilities:

- Assisting Senior Accountant including book keeping, physical stock taking and reconciliation, weekly MIS reports and preparation of monthly P&Ls and other accounting tasks.
- Liaison with External Auditor.
- Analyzing of Internal control system, Tax planning guidelines etc.
- Handling the full control of invoices, verification of physical stocks, issue payment vouchers, receipts, petty cash vouchers and monthly payroll.
- Preparation of ageing, receivable follow-ups, updating the status report. Payables reporting and subsequent monitoring for timely settlements.
- Preparing bank slips and deposit to the bank.
- Drafting cover letters to the clients and suppliers, responsible for the general office administration including answering to office calls.
- Internal and external email correspondence using Microsoft Outlook.

Declaration

I hereby declared that, the above-mentioned information's is true and accurate to the best of my knowledge and believes.

AMANI MOHAMED THAHA